

Subject: R 271220Z MAY 05
TO: AIG 4579
AL 4579 (uc)
CC: DFAS INDIANAPOLIS IN (uc)
PLEASE PASS TO THE FOLLOWING OFFICE CODES:
INFO DFAS INDIANAPOLIS IN//ADIP//
UNCLAS
MSGID/GENADMIN/DFAS-ADIP//
SUB: PROCESSING TRAVEL ADVANCES (ACCTG POL IMPL MSG
05-42 AND TTM 05-17) //
A. MSG, DFAS-IN/ADIP, 121433Z APR 05, ELEMENT OF
RESOURCE (EOR) FOR TRAVEL TRANSACTIONS (ACCTG POL IMPL
MSG 05-26 AND TTM 05-07).
B. MSG, DFAS-IN/ADIP, 121432Z APR 05, ADVANCES FOR
TRAVEL (ACCTG POL IMPL MSG 05-25 AND TTM 05-06).
1. THE PURPOSE OF THIS MESSAGE IS TO REMIND ALL
ACTIVITIES TO USE EITHER EOR 4110 (TDY TRAVEL ADVANCE)
OR EOR 4120 (PCS TRAVEL ADVANCE (MILITARY AND
CIVILIAN)) FOR ALL TRAVEL ADVANCES. DO NOT USE ANY
OTHER EOR FOR A TRAVEL ADVANCE OF ANY KIND.
2. TRAVEL OFFICES ARE REMINDED THAT THE TRAVEL
INDICATOR CODE IS CRITICAL IN IDENTIFYING THE
ENTITLEMENT BEING ADVANCED. ENSURE TRAVEL EXAMINERS
USE THE CORRECT TRAVEL INDICATOR CODE WHEN PAYING AN
ADVANCE AND WHEN PROCESSING A SETTLEMENT.
3. ADDITIONALLY, ACTIVITIES ARE REMINDED TO USE THE
SAME LINE OF ACCOUNTING USED FOR THE ADVANCE WHEN
CLEARING THE ADVANCE.
4. POCS:
A. DFAS-IN ACCOUNTING PROCEDURES, 317-510-3272.
B. DFAS-IN TRAVEL PAY PROCEDURES, MANAGEMENT AND
PROCEDURES BRANCH, 317-510-5372.
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